

JOB DESCRIPTION AND POSITION CLASSIFICATION

DC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION Associate Governmental Program Analyst (AGPA)		POSITION NUMBER 531-100-5393-701	MCR 1	RPA # SSJDC-010
APPOINTEE Vacant		EFFECTIVE DATE 1/8/2016	DIVISION/SECTION Sacramento-San Joaquin Delta Conservancy	
COLLECTIVE BARGAINING IDENTIFIER				
Management Related BU: <input type="checkbox"/>		Supervisory Related BU: <input type="checkbox"/>	Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R04	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Jessica O'Connor	SUPERVISOR'S CLASSIFICATION Staff Services Manager I	
APPROVED BY (Personnel Analyst's Name)			DATE	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the direction of the Staff Services Manager I, the incumbent will provide administrative and program support to the Sacramento-San Joaquin Delta Conservancy (Delta Conservancy) independently performing a variety of complex and broad range governmental and analytical functions. The incumbent manages the contract and procurement process in Fi\$Cal system and provides accurate tracking for various reporting requirements.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
40%	Essential Functions Independently review, analyze, and take action on a variety of complex forms, reports, documents and correspondence pertaining to federal and State programs; manage the Agency's implementation of the Financial Implementation System for California (FI\$Cal) system; maintain a working level knowledge of state financial management functions and processes including procurement and contracts, and an understanding of budgeting, accounting, and statewide financial reporting and management functions; manage complex fiscal reviews, analyze invoices against executed agreements for compliance and completeness, input and keep track of all invoicing through excel spreadsheets, prepare invoices for routing and management approval, and provide fiscal reports for management; monitor, review and track travel expenditures reports through the California Automated Travel Expense Reimbursement System (CalATERS); provide ad hoc and various reports and information to federal and State agencies monthly/quarterly/annually as required.			
35%	Manage the agency's Delta marketing grant for the Conservancy's economic develop program; evaluate and report on a wide variety of economic development, working landscape, and Delta as Place activities in the Delta; attend relevant meetings, as necessary; develop, analyze, and promote a wide variety of grants focusing on economic development opportunities funded by various sources; develop and submit grant proposals for the Delta Conservancy to support its economic development projects; monitor and track the grant process, and work with control agencies to process all necessary documents; responsible for developing funding opportunities information to support Delta economic development, including maintaining the funding opportunity page on the Delta Conservancy's website, arranging community trainings, and participating in community events.			
20%	Review, prepare, and distribute all draft proposed agenda items, staff reports and meeting materials for the Delta Conservancy Board; primary administrative point of contact for Board members; post meeting agenda and materials to the Delta Conservancy's website provide research and recommendations and provide high-level, confidential and complex administrative support and analytical duties for the Board; develop and maintains meeting minutes and ensures completion of Board resolutions; track Board direction to staff on critical and/or sensitive projects and assure compliance; oversees Board policy review; provide analytical support in preparing draft policies and procedures; organize and coordinate activities related to Board meetings and other related meetings; review and submit Statements of Economic Interest (Form 700) for 23 Board members and Delta Conservancy staff to Fair Political Practices Commission.			
5%	Review and provide comments and recommendations to Delta Conservancy management on environmental documents specific to the Delta Conservancy's program and other Delta planning documents specific to economic development and sustainability for the region; completes special research and analytical projects relating to the Delta Conservancy program goals and policies; draft staff recommendations, reports, memorandums, as well as other correspondence on policy matters to the Executive Officer and program staff.			

Desirable Attributes, Experience, and Qualifications

- Experience with Fi\$Cal, and the State's procurement and contracting process
- Handle changing priorities, establish and maintain cooperative working relationships with an interdisciplinary, interagency staff team, officials and technical experts from state and federal agencies, consultants, stakeholder groups, and the public.
- Must be able to independently analyze problems and take effective action.
- Handle sensitive and confidential assignments with tact and diplomacy.
- Ability to work cooperatively with a small team.
- Work under pressure and time constraints.
- Communicate professionally and effectively both oral and in writing
- Experience in administratively supporting state boards and commissions.
- Ability to use Microsoft Office Suite products, including: Outlook e-mail/calendars, Word, Excel and PowerPoint.
- Maintain consistent and regular attendance.

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

SUPERVISION RECEIVED

The incumbent works under the lead of the Staff Services Manager I for the Delta Conservancy.

SUPERVISION EXERCISED

None - may be assigned lead responsibility for a specific project, program function, or area of expertise.

Conflict of Interest

Position is subject to financial disclosure; required to file Statement of Economic Interests (Form 700).

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

SUPERVISOR'S NAME (Print)

Jessica O'Connor

SUPERVISOR'S SIGNATURE

➤

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

➤

DATE